

**REQUEST
for
CEREMONIAL DOCUMENT
from
THE HONORABLE Shirley Franklin
CITY OF ATLANTA**

For MOMC use only:

Date Received _____

Date Completed _____

Date Released _____

CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THE REQUEST FORM.

- All requests go through an internal review and approval process.
- **Requests** for ceremonial documents **are limited to one** per individual and/or organization per year.
- **Submitting a draft** of the document requested will expedite the process.
- **Mail or fax** the request **AT LEAST ONE MONTH BEFORE THE DOCUMENT IS NEEDED** to:
Mayor's Office of Marketing and Communications Fax Number: 404-658-7673
55 Trinity Avenue, SW
Atlanta, GA 30335
Attention: Ceremonial Documents
- There should be only **one contact person per request**.
- **Contact the Mayor's scheduler** for the presentation of documents.

PLEASE PRINT LEGIBLY AFTER READING THE GUIDELINES ABOVE.

Contact Person _____ Telephone Number _____

Person/Organization Recognized _____

Event/Occasion _____

Does the person reside or is the organization located in Atlanta? _____

Will the event or occasion be held in Atlanta? _____

Today's Date _____ Date of Event/Occasion _____ Printing Deadline (If applicable) _____

Highlights of Person/Organization Recognized (A biographical sketch of the individual including his/her involvement in the community, or a description of the organization and how it impacts the community is required. Please use the back of this sheet if you need additional space.)

Do you need a photograph of the Mayor to be included in a publication for the event? _____

Please select one of the options listed below.

____ When my ceremonial document is completed,
please mail it to the following:

OR

____ When my ceremonial document is completed,
please call the following for pick-up:

Name _____

Name _____

Address _____

Telephone Number _____
